



ENVIRONMENTAL MANAGEMENT PROGRAM REFUSE DISPOSAL DIVISION



Administration

Process Map Number(s): AS-1.0

Background / Purpose: Identifying an area in which there is an environmental impact, regardless of the fact it is not significant, allows every section to participate in the EMS effort. Paper use reduction and recycling is another example of the Division's commitment to its environmental policy.

Objective: Resource Conservation Effort

Related Significant Aspects: N/A

Target: Reduction in paper use by 10% (net reduction of 42 reams of paper).

Target Completion date(s): April 2002

Action Plan: Implement double-sided copying and printer paper reduction awareness programs

Responsible person(s): Office Manager

Resources: Signage

Environmental Performance Indicator(s): Total annual paper purchases (reams), monthly duplex totals

Comments (including other expected benefits or cost savings): Approximate \$100.00 per year cost savings.

Baseline Data: Baseline data established from 1999 and 2000 paper purchases. Division use for a two year total equals 850 reams of paper. Average annual use totals 425 reams of paper.

Approved by: Jim Christy Mark zu Hone	Office Manager Environmental Management Representative
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EMP Schedule

Step	Action Items	Responsibilities	Role	Schedule	Resources Required
1	Develop and post signs at copiers	Office Manager	Lead	04/30/01	Signs
2	Monitor copier duplex counter	Office Manager	Lead	Monthly	N/A
3	Issue e-mail printing memo	Office Manager	Lead	04/15/01	N/A